

Quick Reference for Online Searches

[Search and View Records Online](#)

You may find it helpful to print these instructions for reference during your search.

Click on: "Search & View Records." Read the first disclaimer and click "I Agree" to proceed. Read the second disclaimer and click "I Agree" to proceed. The second disclaimer authorizes a small application to be loaded onto your computer that allows your computer to see the deed images. You may be shown a "Security Alert" securing your permission for the application to be loaded onto your computer. You must check "Yes" on that alert to be able to view deeds online.

The records search/viewing screen will open in a new window. It will show two side-by-side panes. The search pane is on the left. The viewing pane is on the right. The tools at the top of the viewing pane permit you to execute various functions. Pausing you mouse pointer over the tool image will display the tool's name/function.

You may search the records two ways - by "Book and Page" or by "Name."

Book and Page Searches

Click on BOOK - Carefully enter Book #

Click on PAGE - Carefully enter Page #

Click on GET PAGES - To view documents

Click on the printer icon located at the top left of the docum to print a copy.

Name Searches

You will find these abbreviations used:

H Grantor - Human Name Grantor

NH Grantor - Non-Human or Business Name

H Grantee - Human Grantee

NH Grantee - Non-Human or Business Name

Wildcard Searches

Shift 8 (*) can be used to find all the names for which you may not know the exact spelling. Use as shown in the following examples:

For a human search: Let's say you know an individual named Smith who goes by the first name of Joe, Joseph, Joey, or something beginning with "J." Click below First Name and type or J*. J* will search all J_____ Names. it will give you Joe, Joseph, Jeremiah, etc. Click below Last Name and type the last name.

First Name
J*
Last Name/Corporation
SMITH

Click on H Grantor or H Grantee. Give the Index time to search.

For further instructions, skip down to "After Obtaining a List of Search Results" below.

For a Non Human Name Search: (Non-Human or Business / Corporate Name Search)

Make Sure the First Name Field is Blank. If something is there, delete that Field. Let's say you are looking for John Doe's automobile business, but you are not sure how it is listed. Click below Last Name field and type the business name (John Doe Auto Sales Inc.) **NOTE:** If you type John Doe Auto * below the Last Name Field, this will search all business names with that beginning, such as:

John Doe Auto Sales

John Doe Auto Sales Inc.

John Doe Auto Sales of NC Inc.

Click NH Grantor or NH Grantee to complete the search.

After Obtaining a List of Search Results

Use Scrolling arrows to view all index entries, then to view the document either click on the name in the search results or enter the book and page from the indexes and follow "Book & Page Search" directions from above. To just see the grantors and grantees, click on the **X**, to the left of the name in the search results. The printer icon to the left of the

X
will print the results.

Township Abbreviations

CHL - Cherry Lane
GLD - Glade Creek
PNC - Piney Creek
PRC - Prathers Creek
GAP - Gap Civil

Description Abbreviations

RoW - Right of Way
Trt - Tract
L - Lot
Ac - Acre or Acres

Indexes Available On-Line

All real property indexes are available on-line thru current posted date.

Document Images Available On-Line

All real property images are available on-line - 1859 thru current posted date.

Important Deed of Trust Cancellation Notice: Cancellations must be verified by the grantor (debtor) index entry.

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